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MAY 5 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Incentive Awards Program

1. Preliminary examination of the internal organization and functional distribution within the Office of Personnel revealed the advisability of some internal realignments. These were proposed by this Staff and concurred in by Director of Personnel. The proposed organizational structure and its functions were discussed with DD/S by D/Pers. and Chief, Management Staff.
2. Only one proposal effected any other Agency component. The administration of the Incentive Awards Program was recommended for transfer from Office of Personnel to the Management Staff. It is commonly conceded that this program is, or should be, an auxiliary management tool. It has little relation to the mission of the Office of Personnel. This proposal received the concurrence of the D/Pers. and Ch/Mgt. Staff.
3. This paper is presented for the approval of DD/S in order to implement the transfer of the Incentive Awards Program to the Management Staff, authorize the transfer of the slots and individuals concerned, and obtain the additional slots necessary to staff the unit adequately.
4. The administration of the program in the Office of Personnel has involved two positions (Q362, GS 0230.02-12 and Q382, GS 0312.01-05, incumbents [redacted] and [redacted] plus the equivalent of one and one half persons in typing and clerical assistance from various persons temporarily in the Interim Assignment Pool, plus the equivalent of another one to two persons in time spent on the program by various members of the former Services Branch, Employee Services Division, to which the program was assigned, making a total of approximately five (5) full time persons working the program. This method of getting the job done is not as effective as the use of regularly assigned personnel.
5. The Incentive Awards Program is growing steadily. Three hundred suggestions were received for processing in 1953, 762 were received in 1954, and it is expected that the 1955 figure will approach the thousand mark. Further increase will result from the proposed extension of the program to field installations.

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6. The present staffing and manner of farming out administrative work to persons not directly responsible for the program is resulting in unsatisfactory performance. A report dated 23 March 1955 shows the following statistics on Backlog:

**Suggestions in Process**

Referred for evaluation	289
Returned with Evaluations	105
Waiting Committee Action	94
Waiting Notification of Award	<u>104</u>
Total	592

The delays in processing and resolving suggestions cause suggestors to lose interest - and the government to lose money on the application of worthwhile suggestions.

7. Some present procedures may be subject to simplification; further delegation of authority to the IA Unit in the resolution of certain cases, and other administrative improvements, can be made. However, the total savings in manpower from such improvements will not off-set the present backlog and rate of increase in suggestions received.

8. Certain correspondence, mainly notifications of resolution of suggestions, is now handled by the automatic electrical typewriters in the Correspondence Branch (Processing and Records Division) on a non-priority basis as their workload permits. This method should be continued on an if, as and when basis until better arrangements can be made.

9. Calculations justify the need for a staff of five (5) persons to administer this program on a current and efficient basis. The duties and responsibilities indicate the following types and levels of positions as being appropriate:

Chief (Admin Officer)	GS-12-13
Admin Officer	GS-9-11
Admin Asst	GS-7-9
Steno	GS-5
Typist	GS-4-5

The proper grade for each position will be determined through normal classification procedures.

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10. It is recommended that:

a. Responsibility for the administration of the Agency Incentive Awards Program be transferred to the Management Staff.

b. Office of Personnel positions Q362 GS Q230.02-12 and Q382 GS Q312.01-5, ceiling, and the incumbents [redacted] and Mrs [redacted], be transferred to the T/O of the Management Staff, with funds applicable to these positions for the remainder of the accounting period.

c. Three (3) additional positions and ceiling be authorized for the Management Staff to complete the staffing of this program.

d. The unexpended balance of funds allotted to the Office of Personnel (in allotment 5-6501-20) for the purpose of making incentive awards payments be transferred to the Management Staff.

[redacted]  
Chief, Management Staff

CONCURRENCE:

for Director of Personnel

17 MAY 1955  
Date

ACTION BY APPROVING AUTHORITY:

APPROVED:

27 May 1955  
L. K. White  
Deputy Director (Support)

MS/SM:ee (4 May 1955)

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